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## OVERVIEW

The Michigan Department of Health and Human Services (MDHHS) has specific requirements for the child welfare continuum of care model including program policies.

MDHHS requires that child placing agencies (CPA) and consortium sub-contractors operating under the child welfare continuum of care model comply with all applicable child welfare federal and state laws, as well as MDHHS child welfare policies. Please see [FOM 915, Child Welfare Continuum of Care- Overview for more information.](#)

## TRANSFER OF CASE MANAGEMENT RESPONSIBILITY

Upon removal of a child, MDHHS must notify the consortium of the child's need for placement. MDHHS must complete the DHS-3600, Case Referral and Acceptance Individual Service Agreement. The DHS-3600, must be completed upon removal and placement of a child in out of home care. In exceptional circumstances, the DHS-3600 may be signed no later than the first business day following out of home placement. If the DHS-3600 is not signed on the effective date, the effective date must be indicated on the approved agreement.

If child protective services (CPS) has transferred case responsibility to foster care and the child is returned home within seven days of removal, case management responsibility must revert to CPS.

If a child will be in out-of-home care for seven days or less, CPS must retain case management responsibility.

## PLACEMENT SELECTION AND STANDARDS

To support the safety, permanency, and well-being of a child in foster care, placement decisions must take into consideration the child's safety, the trauma experienced by the child and family during the placement process, the continuity by placing the child with relatives in their community whenever possible and placing the child in the most family-like setting that will meet the child's needs, reducing the likelihood of future placement changes.

**Notification of  
Placement  
Changes**

The consortium must notify the assigned performance-based funding specialist in writing of all placement changes within three calendar days of any placement change. All placement changes must be entered into MiSACWIS within one business day of the child's placement move.

**Unrelated  
Caregiver**

The Placement Agency Foster Care (PAFC) director must approve the DHS 3130A, Relative Placement Home Study.

**PLACEMENT  
EXCEPTION  
REQUESTS**

Caseworkers must complete a placement exception request (PER) when there is a need to waive placement standards to maintain sibling and caregiver bonds or to meet the medical, emotional, and psychological needs of children in care. PERs must be completed, reviewed, and approved in MiSACWIS.

**Approval Path for  
Unlicensed  
Relatives****Placement Exception Request Approval Path**

1. PAFC caseworker completes and routes the PER.
2. PAFC supervisor reviews and routes the PER.
3. PAFC director reviews and approves the PER.

**Proximity to the  
Child's  
Family/Children  
with High-Risk  
Behaviors**

A placement must not be made if it will result in one or more of the following:

- A child identified as being at high risk for perpetrating physical violence or sexual assault against other children cannot be

placed with other foster children without an appropriate assessment determination.

- Placement in a home with an adjudicated juvenile sex offender.

**Note:** If a juvenile is adjudicated for a sexual offense after placement, then a PER is required to maintain the placement.

#### **Placement Exception Request Approval Path**

1. PAFC caseworker completes and routes the PER.
2. PAFC supervisor reviews and routes the PER.
3. PAFC director reviews and approves the PER.

#### **Number of Children in a Licensed Foster Home**

A placement must not be made in a licensed foster family home if it will result in one of the following:

- More than three children in foster care in the home.
- More than five total children, including the foster family's birth and/or adopted children.
- More than three children, including the foster family's birth and/or adopted children, under the age of three residing in a foster home.

#### **Placement Exception Request Approval Path**

1. PAFC caseworker completes and routes the PER.
2. PAFC supervisor reviews and routes the PER.
3. PAFC director reviews and routes the PER.
4. Assigned to a Division of Child Welfare Licensing (DCWL) consultant.
5. DCWL director reviews and approves the PER.

**Emergency or  
Shelter  
Placements****Emergency or Shelter Placement Exception Request Approval  
Path**

1. PAFC caseworker completes and routes the PER.
2. PAFC supervisor reviews and routes the PER.
3. PAFC director reviews and routes the PER.
4. Consortium director reviews and approves the PER.

**Pre-Ten Placement  
Exception  
Requests**

Placement of children less than ten years of age in residential or other institutional settings of any kind requires an approved residential PER by the business services center (BSC) director prior to placement.

**Pre-Ten Placement Exception Requests Approval Path**

1. PAFC caseworker completes and routes the PER.
2. PAFC supervisor reviews and routes the PER.
3. PAFC director reviews and routes the PER.
4. Consortium director reviews and routes the PER.
5. BSC director reviews and approves the PER.

**Pre-Thirteen  
Placement  
Exception  
Requests**

Placement of children less than thirteen years of age in a residential or other institutional settings of any kind requires an approved residential PER by the consortium director prior to placement.

**Pre-Thirteen Placement Exception Requests Approval Path**

1. PAFC caseworker completes and routes the PER.
2. PAFC supervisor reviews and routes the PER.
3. PAFC director reviews and routes the PER.
4. Consortium director reviews and approves the PER.

**Emergency  
Institutional  
Placements for  
Pre-Ten**

The request must be made prior to placement to the BSC director.

**Pre-10 Waiver Placement Exception Request Approval Path**

1. PAFC caseworker completes and routes the PER.
2. PAFC supervisor reviews and routes the PER.
3. PAFC director reviews and routes the PER.
4. Consortium director reviews and routes the PER.
5. BSC director reviews and approves the PER.

**Treatment Foster  
Care****Initial Referral Placement Exception Request Approval Path**

When a child is referred to the Treatment Foster Care Program approval must be obtained through a PER. Documentation must be provided in the narrative of the PER to explain the need for treatment foster care and the services to be provided.

1. PAFC caseworker competes and routes the PER.
2. PAFC supervisor completes and routes the PER.
3. PAFC director completes and routes the PER.
4. Consortium director reviews and approves the PER.

**Extension Placement Exception Request Approval Path**

Approval for treatment foster care placements exceeding 12 months must be obtained through a PER. The following must be documented in the narrative of the PER to explain the reason the child requires placement beyond 12 months:

- Anticipated next placement.
  - Expected discharge date.
  - Current length of stay.
  - Specific reasons for extension request.
  - Services that have been provided to the child to date.
  - Services to be provided to move towards discharge.
1. PAFC caseworker competes and routes the PER.
  2. PAFC supervisor completes and routes the PER.
  3. PAFC director completes and routes the PER.

**One-to-One  
Supervision**

4. Consortium director reviews and approves the PER.

If a child requires a short-term one-to-one intervention to stabilize the child's behaviors and ensure safety, a PER must be approved prior to implementing the service.

**One-to-One Supervision Placement Exception Request  
Approval Path**

1. PAFC caseworker completes and routes the PER.
2. PAFC supervisor reviews and routes the PER.
3. PAFC director reviews and routes the PER.
4. Consortium director reviews and approves the PER.

**Court- Ordered  
Juvenile Detention**

If the court orders a child to remain in detention for more than 30 calendar days, a PER must be approved prior to the 30th calendar day.

**Note:** Children must be removed from detention when the court order for detention ends; see [JJM 470, Detention Alternatives, Detention and Jail Requirements](#).

**Court- Ordered Juvenile Detention Placement Exception  
Request Approval Path**

5. PAFC caseworker competes and routes the PER.
1. PAFC supervisor completes and routes the PER.
2. PAFC director completes and routes the PER.
3. Consortium director reviews and approves the PER.

**Residential  
Placement  
Exception Request**

Residential placement exception requests must be completed and approved by the identified person prior to the placement occurring. All exception requests must be completed in MiSACWIS.

**Residential Placement Exception Request Approval Path*****Initial Placement***

1. PAFC caseworker completes and routes the PER.

2. PAFC supervisor reviews and routes the PER.
3. PAFC director reviews and routes the PER.
4. Consortium director reviews and approves the PER.

***90 Days of Initial Placement***

A residential placement exception request must be completed within 3 months of the date of initial residential placement.

1. PAFC caseworker completes and routes the PER.
2. PAFC supervisor reviews and routes the PER.
3. PAFC director reviews and approves the PER.

***6 Months and 9 Months of Initial Placement***

1. PAFC caseworker completes and routes the PER.
2. PAFC supervisor reviews and routes the PER.
3. PAFC director reviews and routes the PER.
4. Consortium director reviews and approves the PER.

***Placements Exceeding 12 Months***

No child may receive intervention in a residential care program for 12 months or more without prior approval from the BSC director. The BSC director must approve residential placements that are 12 months or more from the date of the initial placement and every three months thereafter until the child's discharge from the residential care program.

1. PAFC caseworker completes and routes the PER.
2. PAFC supervisor reviews and routes the PER.
3. PAFC director reviews and routes the PER.
4. Consortium director reviews and approves the PER.
5. BSC director reviews and approves the PER.

***Facility Not Under Contract with MDHHS***

If an abuse/neglect or juvenile justice child is receiving treatment in a residential care program that is not under contract with MDHHS, the narrative in the PER must include a list of all efforts to secure treatment with contracted residential care programs, including program names, persons contacted, dates of referrals, and reasons for rejection.

***Facility Not Under Contract with MDHHS Placement Exception Request Approval Path***

1. PAFC caseworker completes and routes the PER.
2. PAFC supervisor reviews and routes the PER.
3. PAFC director reviews and routes the PER.
4. Consortium director reviews and routes the PER.
5. DCWL reviews and approves the PER.

**Other Placement  
Exception  
Requests**

For the following PERs see [FOM 722-03E, Placement Exception Requests and Approvals](#):

- Approval path for siblings placed apart.
- 75-mile radius.

**RESIDENTIAL  
REFERRAL AND  
ADMISSION  
PROCEDURES**

Referrals for residential services must be made to the consortium. The consortium or primary caseworker/agency must provide all required referral materials to the residential provider.

The consortium will make a referral to the Regional Placement Unit (RPU) for screening and referral for an independent assessment.

**Placement of  
Abuse/Neglect  
Wards in a Non-  
Secure Juvenile  
Justice Program**

The consortium must refer children to providers with an established state juvenile justice (JJ) residential contract.

Cross-program placement of an abuse/neglect (A/N) youth into a JJ residential facility requires written or verbal consent from the child's Lawyer-Guardian Ad Litem (L-GAL), the court, and an approved residential PER from DCWL prior to placement. The residential PER must be completed in MISACWIS by the consortium and routed to DCWL for approval. The initial residential PER must contain the following information in the narrative:



- A list of all contracted A/N placement efforts, including, program name, person contacted, date of referral and reason for rejection.
- A statement acknowledging consent was obtained by the L-GAL and the court, the date consent was obtained, and any other pertinent information shared by the L-GAL and/or the court regarding the placement, if applicable.

After the PER for a JJ program has been approved in MISACWIS, a residential record must be created by the Juvenile Justice Assignment Unit (JJAU). To create the residential record, the consortium staff member must email the following information to the JJAU at [JJAU@michigan.gov](mailto:JJAU@michigan.gov):

- Youth's first and last name.
- MISACWIS person ID.
- MISACWIS case ID for the open foster care case.
- Provider name.
- Provider ID.
- Placement begin date.
- Service type.
- Service description.
- Name and phone number of foster care worker/supervisor to contact with any question.

#### Placement of Abuse/Neglect Wards in a Secure Juvenile Justice Program

Placement of children who are temporary, permanent court or state wards for A/N into secure JJ residential programs is prohibited.

#### Placement of an Abuse/Neglect Ward into a Juvenile Justice Residential Program

Placement of an abuse/neglect youth into a **secure** juvenile justice residential care program is prohibited. Cross placement of an abuse/neglect youth into a non-secure juvenile justice residential care program requires written or verbal consent from the youth's

lawyer-guardian ad litem (L-GAL) and the court, as well as approval of the residential PER by DCWL prior to placement.

**Placement of Abuse/Neglect Ward into a Juvenile Justice Residential Program Placement Exception Request Approval Path**

1. PAFC caseworker completes and routes the PER.
2. PAFC supervisor reviews and routes the PER.
3. PAFC director reviews and routes the PER.
4. Consortium director reviews and routes the PER.
5. DCWL reviews and approves the PER.

**Placement of a Dual Ward**

Placement of a dual ward into a residential foster care-abuse/neglect program or juvenile justice residential care program requires approval through a PER.

1. PAFC caseworker completes and routes the PER.
2. PAFC supervisor reviews and routes the PER.
3. PAFC director reviews and routes the PER.
4. Consortium director reviews and routes the PER.
5. JJAU reviews and routes the PER.
6. DCWL reviews and approves the PER.

**RELATIVE  
ENGAGEMENT AND  
PLACEMENT**

If a child must be removed from their home, preference must be given to placement with a relative. Due diligence must be exercised to identify and provide notice to all adult relatives that a related child is in foster care.

**EDUCATIONAL  
SERVICES**

Every effort must be made to ensure that the educational needs of all children in foster care are met. Online education program exception requests must include documentation that the PAFC director has agreed with the decision.

**PERMANENCY  
PLANNING-PPFWR  
AND APPLA**

There is a continuum of legal permanency, with reunification being the most preferred permanency goal, followed by - in order of preference - adoption then guardianship. When legal permanency cannot be achieved Permanent Placement with a Fit and Willing Relative (PPFWR) and Another Planned Permanent Living Arrangement (APPLA) are goals that can provide documented, long-term, achievable, permanent plans for youth in foster care.

To achieve the permanency goal the PAFC director must submit the approved permanency plan packet to the care coordinator for final approval by the consortium director.

**CASE  
MANAGEMENT OF  
DUAL WARD****MDHHS  
Supervised  
Juvenile Justice**

When a youth has an open foster care case and the youth has been referred under MCL 400.55(h) or committed to MDHHS under 1974 PA 150, all reporting and casework policy requirements for the foster care program must be completed by the consortium and/or subcontractors. All reporting and casework policy requirements for the JJ program must be completed by the MDHHS JJ specialist; see [FOM 722-06D, Case Management of Dual Wards](#).

If the youth must be placed in a community-based placement, such as a licensed foster home or independent living, based solely on the youth's delinquency status, the MDHHS JJ specialist must record the placement as a paid placement. If the youth must be placed in a state run or private, contracted JJ residential treatment facility based on [JJM 410, Placement Selection and Standards](#), the MDHHS JJ specialist must use the JJAU placement process using a MiSACWIS JJAU Placement Referral, as outlined in [JJM 700, Juvenile Justice Assignment Unit Placement Process](#). JJAU will record the placement as paid or unpaid based on information provided at the time of the JJAU Placement Referral.

The following PERs, when recorded by the consortium, require approval from MDHHS prior to placement occurring, in addition to the PAFC director or consortium director:

- Emergency or shelter placement more than 30 days; see [JJM 430, Community Placement Services](#).
- Pre-Ten Waiver.
- When a youth's age is outside of the admission criteria grid; see [JJM 700, Juvenile Justice Assignment Unit Placement Process](#).
- When the youth's placement will cause the facility to exceed contracted bed capacity; see [JJM 700, Juvenile Justice Assignment Unit Placement Process](#).
- When a juvenile justice youth will be placed in an abuse/neglect residential care program due to a court order specifying the placement; see [JJM 700, Juvenile Justice Assignment Unit Placement Process](#).
- When a youth will be placed in a non-contracted program; see [FOM 903-04, Purchased Care Payment Procedures](#) for additional requirements of the Non-Contracted Placement Approval Process.

### **Court Supervised Juvenile Justice**

When a youth has an open foster care case and the youth is also a temporary delinquent court ward supervised by the court, all reporting and case work policy requirements for the foster care program must be completed by the consortium and/or subcontractors and documented in collaboration with the court probation officer, see [FOM 722-06D, Case Management of Dual Wards](#).

## **ADOPTION**

### **Referral to Adoption**

Adoption referrals are initiated by the consortium. After acceptance of an adoption referral, the agency may not transfer the case back

to the consortium except upon the written approval from the consortium director. The consortium must track all adoption case transfers and case transfer reason.

## FOSTER AND ADOPTIVE PARENT PREPLACEMENT AND ONGOING TRAINING

The current state required foster and adoptive parent training program is the GROW curriculum. Alternative curriculums may be considered upon review and approval from the Children's Services Agency's (CSA) deputy director of policy and programs. Requests for use of alternative curriculums must include:

- Curriculum name.
- Crosswalk outlining GROW required topic areas are addressed in the alternate curriculum.
- Plan for pre and post testing for foster and adoptive parents.
- Oversight plan to assure fidelity to the training plan and content.
- Policy describing pre-placement and ongoing training requirements.

If an alternative curriculum is approved, the consortium must maintain the approval memo and provide the memo upon MDHHS request.

## POLICY CONTACT

Questions about this policy item may be directed to the [Child Welfare Policy Mailbox \(Child-Welfare-Policy@michigan.gov\)](mailto:Child-Welfare-Policy@michigan.gov).